Use this form to apply to progress one step within an Advisor range (to Adviser steps 2-9, or to Adviser steps 11-12).

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| **Name:** |  |
| **Position Title:** |  |
| **Current salary level/step:** |  |
| **Applicant signature:** |  |
| **Date of application:** |  |

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| **Confidential Attestation by Applicants Appraiser** | |
| * Comment on separate pages about the applicant’s work performance since the last promotion or progression, with a particular emphasis on work done in the past year. * Indicate where you consider the applicant’s work has been performed competently and effectively. Draw any other relevant items you wish to the attention of the Committee for its consideration. * Make a specific recommendation as to whether you believe a salary increment is warranted. * Confirm that the on-call documents listed in the application are available to the Committee, if required. * Attach the completed pages to the application form. | |
| **Appraiser’s signature:** |  |
| **Position:** |  |
| **Date:** |  |

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| **Advice for applicants** |
| An adviser moving within the scale is largely by attestation. An adviser’s performance is assessed as consistently meeting or exceeding expectations relative to the step on the scale, confirmed through the annual attestation process. The expectations of performance increase particularly in the upper ends of salary range.  **Provide a statement of your achievements since your last promotion or progression.**  *You statement should specifically address the criteria set out in the document,* Criteria for Appointment and Promotion*. It is suggested you provide a list your achievements using the appropriate elements as headings.*  Do not assume that the Assessment Committee will be familiar with your work. Include enough detail that the reader will understand the significance of an activity or achievement.  Do not submit any other documentation unless you are specifically asked to do so by your appraiser or a member of the Assessment Committee.  Additional material will be returned to you and will not be referred to the Committee.  The purpose of this application is to persuade the Assessment Committee that you have met the criteria for progression. The Committee will base its decision on your written promotion submission only. The Committee will not seek further information (other than evidence confirming your claims in your application) nor may you provide additional information after the deadline.  Please type your name in the footer to this application  Completed applications must be sent to:  The Manager, Promotions and Remuneration, Human Resources Division  [academic.promotions@otago.ac.nz](mailto:academic.promotions@otago.ac.nz)  **The Deadline for applications to Appraisers is 22 November 2021.**  **The Deadline for applications with Appraiser Attestations to Human Resources is 6 December 2021.**  The Assessment Committee will meet in December 2021.  The effective date for successful promotions and progressions is 1 February 2022. |